

WebEx Cheat Sheet

How to Start a Meeting

- Go to www.webex.com
- Click “Host a Meeting” (button is located in top right corner)
- Click “Continue to sign in”
- Enter one of the usernames/passwords above, click “sign in”
- Click “Meet Now”
- Enter the email address of the participant (if they have one, if they do not, skip this step)
- Click Start
- An audio conference window will pop up. Click “Call Using Computer”
- To get video, click the camcorder by the host’s name (top right corner)

How to Join a Meeting (if inviting by email)

- Wait for an email to show up in your inbox
- Click join
- If an audio conference window pops up, click “Call Using Computer”
- To get video, click the camcorder by your name

OR Join by Meeting Number

- Go to www.webex.com
- Click “Attend a Meeting” (button is located in top right corner)
- Enter Meeting Number
 - The meeting number is located in the bottom left of the host’s screen
- Click “Join”
- If an audio conference window pops up, click “Call Using Computer”
- To get video, click the camcorder by your name

How to End a Meeting

- Click on the down arrow of your Share Desktop toolbar
- Scroll down to End Meeting and click on it

Features

- Share desktop as host (big green button in the middle)
 - This will create a toolbar on the top of your screen. You can access other features from there.
- Mute/Un-Mute your microphone
 - Press the button that looks like a microphone. If it has a line through it and is red, it’s muted.

- Annotation
 - Looks like a pen. Located on Share Desktop toolbar
- Try Whiteboard
 - Located in the Share Desktop toolbar

Tips for implementing in a clinic

- Since WebEx works from any computer with a microphone and webcam, you can use it for a variety of appointments, like...
 - Long distance RD
 - Follow-up appointments
 - When no height/weight is necessary (or if provided by a provider), the participant can have an interactive appointment AT HOME! Great for a new mom.
 - Satellite clinics
 - An aide can go down and set up, do height/weight and eligibility, CPA or RD can conference in via WebEx. Save time and \$\$\$.
 - Other ideas? Let us know.
- Create an insert for the participant booklet that has the instructions for logging on to a WebEx session.
- As the host of the WebEx session, make sure you have the participant's correct phone number and email (if applicable).
- The first time you do a WebEx session with a participant, you will want to call them and walk them through the process.
- Have the person in charge of your calendar create an appointment type of "WebEX Appointment."
- Try it out with a few participants. If it does work out, it can be a game changer. If it doesn't work out, at least you know and gave it a shot.
 - If you want to make sure you have it down before trying with participants, do a few dry runs with clinic staff.
- Think through the process as an agency and implement what works best FOR YOU! Call the state office if you would like another brain for brainstorming.